

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 21 August 1952

FROM : Chief, Clerical Training Branch

SUBJECT: Weekly Summary Report

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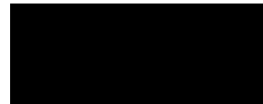
Most of my activities this week have been concerned with preparations for the training program for the Personnel Evaluations Report. Work with the Clerical Training Branch has consisted of:

1. Two interviews which [REDACTED] and I requested from [REDACTED] and ORR in regard to surveying needs and present materials in regard to punctuation and capitalization aids in the Agency
2. Viewing of sketches of visual aid charts drawn for us by [REDACTED] shop and previewing movies obtained by them which may be used in connection with the Clerical Refresher Course
3. A re-opening of questions and problems in regard to the Clerical Orientation program since space is evidently now to be made available.

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